



ACTION PLANNING TOOL

Chicago, Illinois
Dec. 11-13, 2007

Seattle, Washington
Nov. 27-29, 2007

TEAM NAME: _____

ACTIVITY or ACTION:	
CATEGORY (Select One): <input type="checkbox"/> Workforce System Structure and Governance <input type="checkbox"/> Diversification of Workforce Funding <input type="checkbox"/> Service Delivery Strategies for One-Stop Career Centers <input type="checkbox"/> Understanding the Talent Pool <input type="checkbox"/> Leadership and Change Mgmt. <input type="checkbox"/> Other	
WHO - Identify who will take the lead in accomplishing this action item? For the purposes of informing others, include their complete contact information.	
SUCCESS FACTORS - What are the key factors that will determine success? What are the salient points that should be considered when implementing your strategy? What barriers or challenges to success might exist? Finish statements like "This won't work unless we..." or "To be successful, we must..."	
TIMETABLE - What is a reasonable deadline to complete this action item? Are there barriers or unknown factors that will make it difficult to establish a deadline? How will you address these challenges? Identify interim benchmarks and key dates for this activity or action.	
MEASURING SUCCESS - How will you know when your action item or strategy has succeeded? What benchmarks or measurements can you put in place to judge or gauge your success? What outcomes or accomplishments are expected once this goal has been reached? You may want to consider answering the question: "What difference does this make?"	
TECHNICAL ASSISTANCE – What types of technical assistance do you anticipate needing to accomplish this action item?	
COMMENTS - Use this section to add any other notes or comments that pertain to this action item.	